

HARMONY

**Helping All Reach More Options
through New Youth givers**

2016-17 Youth Philanthropy Board

GET UP TO



FOR YOUR YOUTH-LED PROJECT

See inside for details on how to apply!



NORTH CAROLINA
Community Foundation



APPLICATIONS DUE: January 13, 2017

HOW TO APPLY FOR THE \$

1. Read this application carefully, especially the guidelines for funding on page 4.
2. Use this application to answer five questions and prepare a budget.
3. If you have any questions, please contact Carmella George Community Programs Coordinator for the City of Jacksonville, at 910.938.6551 or via email at cgeorge@jacksonvillenc.gov.
4. Turn the application in by 5:00PM on January 13, 2017. If you are mailing it, please send it early enough to get to us by this day.

Please mail to the following address:

*City of Jacksonville: HARMONY Youth Grants Process
– ATTN: Carmella George
815 New Bridge Street
Jacksonville, NC 28540*

You can also hand deliver it to us at the Jacksonville City Hall at 815 New Bridge Street. Remember to turn the application in by 5pm!

5. All groups who submit an application for funds will be required to attend an interview on their project proposal before the HARMONY Board on January 23, 2017. At least two representatives from your group will need to attend the interview along with the group advisor. These interviews will last between 15-30minutes and give the HARMONY Board a chance to ask questions and learn more about your application.
6. Wait until the end of March while the Onslow County HARMONY reads all the proposals and decides which groups will receive the money.
7. Note: If your project is approved, your group will also be required to (a) keep a scrapbook or video journal of your progress, and (b) attend a grantee celebration event on March 23, 2017 at 5:00pm at The Jacksonville Youth Center.

GENERAL INFO

1. Name of youth directed group: _____
2. Name of project idea: _____
3. Amount of money you are requesting from us: \$ _____
4. One or two sentence description about what you want to do: _____

5. Lead Youth Contact Information:
Name: _____
Email: _____
Phone: _____
Address: _____

Lead Youth Signature: _____
6. Contact information for your project's adult advisor (teacher, etc.):
Name: _____
Organization: _____
Email: _____
Phone: _____
Address: _____
Advisor Signature: _____
7. Non-Profit Organization or School Sponsor:
Name of Organizations or School: _____
Address: _____
8. Which person above should we correspond with? ☐ Adult Advisor ☐ Youth Contact
9. Using a separate piece of paper, please list the names, addresses, zip codes, e-mail, phone numbers, and signatures of all the youth involved in writing this application.

GUIDELINE FOR FUNDING

BASIC Requirements

- Your project must have a positive impact (on youth) in Onslow County. Requests that focus on **youth bullying, cyber bullying, youth substance abuse, homelessness, underage drinking and/or domestic abuse** are specific interests of the HARMONY Board and will receive extra consideration.
- Youth project must be completed by December 31, 2017.
- Your project must be planned by youth & carried out by youth, or a youth-serving organization. We define youth as between the ages of 13-18 years old.
- Each group must have an adult advisor and/or a sponsoring organization. This sponsor organization can be a community group or school.
- You can ask for a minimum of \$100 and a maximum of \$1000 from HARMONY.
- You have done research to find out whether or not your project is needed in the community.
- The youth planning the project is gaining skills and knowledge in the process.
- Youth in the community gain important skills and experiences because of your project.
- Your project is beneficial, creative, and realistic.

What We CAN Pay For

- Materials, supplies, or equipment that will help your project have a positive impact on youth.
- We will also consider funding the following items: postage, printing, copying or design costs.

What We WON'T Pay For

- Projects that are just designed to raise money for your group or another group
- Salaries or stipends paid to individuals.
- Overhead that the sponsoring organization incurs.
- Anything that is not going to be directly used for the project
- Any alcohol, tobacco, or drug products or promotions.

A FEW WRITTEN QUESTIONS

In three pages or less, please answer the 5 questions listed below. PLEASE TYPE YOUR RESPONSES TO THESE QUESTIONS! If you have questions or need additional assistance, please contact Carmella George, City of Jacksonville, at 910.938.6551 or via email at cgeorge@jacksonvillenc.gov

PLEASE ANSWER THE FOLLOWING QUESTIONS!

1. **Who are you?** We want to know more about your group. Tell us your focus, how long you have been around, and some of the experience and strengths you bring to this project.
2. **What do you want to do?**
 - a. We want to know your goals for the project and the actual activities or actions you will do to help achieve these goals.
 - b. Tell us who will benefit from the project, how many people will benefit, and how they are going to benefit.
 - c. Tell us when and where the activities or actions are happening.
3. **How will you make this project happen?** Tell us the steps you are going to take to accomplish your major activities or actions. Tell us who you are working with and how you are working with them.
4. **How will you know if your project is a success?** Tell us what you will do to find out if your project made a positive change for youth in your community.
5. **How much will things cost?** Use the budget form on page 9 to tell us the things you need to buy, how much they cost, what you want us to pay for, and who else is helping you pay for the project.

Sample of a Project Proposal

Doin' Better on the SAT

We are members of SAT Crew, a group of 8 teens from Jacksonville. We are writing to ask you to support our project, "DOIN' BETTER ON THE SAT." We want \$800 from the HARMONY to help youth improve their SAT scores.

1. Who are you? We are teens, ages 16-18, who live in Jacksonville. We have been living in this community for years. We came together to help each other improve our SAT scores. All of us have taken many practice tests and know the test really well.

2. What do you want to do? OUR GOAL is to help youth in our community raise their SAT scores without having to break the bank to do so. OUR PROJECT ACTIVITY is to offer a SAT prep course for 25 youth who live in our County. This course will be 4 sessions long, with each session lasting about 2 hours. Experienced youth test-takers plus a professional adult SAT trainer will teach these sessions. We will also make available 3 extra help periods. These will take place one week after the last session is over. We will hold the course at the local library, in February and March. Because of our course, youth who participate will get a better score, which will help them get into college and get more scholarship money.

3. How will you make this project happen? Here are our steps. The first thing we will do is secure the location for these workshops. We are going to get training from an SAT expert to help us prepare for this. So that lots of youth know about this project, we are going to do presentations to the high schools, and contact guidance counselors so they can direct their students to our workshops.

4. How will you know if your project is a success? Our project will be a success if at least 50% of youth who take our course raise their scores 50 points. We will do a survey of all youth who came to the course to figure this out.

SAMPLE BUDGET

NAME OF GROUP: DOIN' BETTER ON THE SAT

<i>WHAT YOU NEED</i>	<i>ESTIMATE OF HOW MUCH IT WILL COST</i>	<i>AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES</i>	<i>AMOUNT YOU WANT FROM THE BOARD</i>
30 SAT prep books	\$500 (\$20 per book)	None	\$500
3 pads of flip chart paper	\$60 (\$20 per pad)	None	\$60
Markers and pens	\$20	None	\$20
Snacks for trainings	\$200 (2\$ per person, at 25 people, for 4 sessions)	None	\$200
Training services of Pro SAT instructor	\$1000	Pro SAT instructor will donate all his time—worth \$1000	\$0
400 copies for flyers	\$40 (400 copies at 10 cents a copy)	Kinko's will give us 1/2 price on copies (we save \$20)	\$20
TOTAL	\$1,820		\$800

Frequently asked questions

Q: HOW LONG DOES IT TAKE US TO GET THE MONEY?

A: We let you know if you will receive the grant by mid March, and if approved, your group should receive its check in April 2017.

Q: CAN WE PAY OURSELVES TO DO THE WORK?

A: We will not pay any of the youth or adult members of the group for the work that they are going to do. However, we will pay for training or other services (like graphic design, security, etc.) that are essential to the success of the project.

Q: WHERE DOES THE MONEY COME FROM?

A: The money comes from individual donors through the Onslow Community Foundation, an affiliate of the North Carolina Community Foundation & through the fundraising of HARMONY members.

Q: CAN I APPLY FOR FUNDS AS AN INDIVIDUAL?

A: We want to give money to young people who have already come together as a group. If you are an individual who has a great idea for a project, we can help you identify groups of youth who might be willing to work with you to apply for funds and carry out the project.

Q: WHAT IF OUR GROUP DOESN'T HAVE AN ORGANIZATION OR SCHOOL SPONSOR?

A: We need you to have an organization or school sponsor. They will be the ones that receive the check if you get funded, and they'll help you carry out your project. If you can't find a sponsor, contact us so that we can try to help connect you with a possible sponsor. Applications will only be considered if the projects that are being proposed are inclusive/open to all members of the public, meet the greater good of the community, and are not solely for program/school/church outreach.

Q: WHAT ARE OUR CHANCES OF GETTING THE MONEY?

A: There is no guarantee that if you apply you will get the money. But, if your project idea meets the project guidelines, you have a very good chance.

BUDGET WORKSHEET

NAME OF GROUP: _____

WHAT MATERIALS OR ITEMS YOU NEED (please be specific)	ESTIMATE OF HOW MUCH IT WILL COST	AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES	AMOUNT YOU WANT FROM THE BOARD

BUDGET TOTALS

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CHECK LIST & GRANT SCHEDULE

DID YOU...

- o Complete the **general information page** on page 3?
- o Attach a **separate page with the names**, addresses, zip codes, e-mail addresses, phone numbers, and signatures of all youth involved in completing this application?
- o Make sure your project idea **fits the guidelines** that are described on page 4?
- o Prepare a **1-3 page response** to the five questions listed on page 5?
- o Fill out the **budget worksheet** on page 9?

IMPORTANT DATES TO REMEMBER

January 13, 2017: Deadline for submitting an application (5 pm if delivering in person to 815 New Bridge Street in Jacksonville)

January 23, 2017: Applicants will be scheduled for a MANDATORY 15-30 minute interview before the HARMONY Board about their proposal. Groups will be given a one week notice of the interviews.

Early March 2017: Notification of which projects will be funded.

March 23, 2017: Closing celebration and reflection for all Grantees.

December 31, 2017: All projects must be completed at this time.